

DECISION DOCUMENT
Caltrans' Standards

Problem statement: Development of Caltrans' Standards (standard specifications, standard plans, and standard special provisions) lacks clear definitions of authority, responsibilities, and processes, resulting in extensive rework; and possibly exposes the Department to unnecessary contract liability.

Recommendation: Adopt the Standard Special Provisions and Standard Plans Guide to ensure the Department's specifications and plans details are the result of due diligence and the details and statements are consistent as to wording, format, and style. The Deputy Division Chief of Engineering Services – Office Engineer is responsible for the Guide, ensures compliance, and may sub-delegate the approval responsibilities for certain standard special provisions.


Fiscal impact: Potential savings in reduced effort to develop, revise, and maintain the standards.

Policy impact: None. No new or revised policies are required to implement the recommendation.

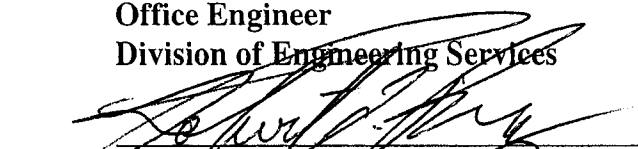
Organizational impact: None.

Risk(s): None.

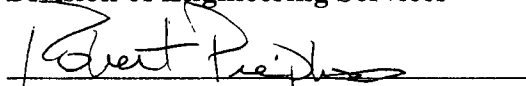
Proposed implementation schedule: Immediately upon approval.

APPROVAL RECOMMENDED BY:

JOHN C. McMILLAN
Deputy Division Chief
Office Engineer
Division of Engineering Services

Date

ROBERT L. BUCKLEY
Chief
Division of Engineering Services

Date

ROBERT PIEPLOW
Chief
Division of Construction

Date**APPROVED BY:**

BRENT FELKER
Chief Engineer

Date

Attachment(s)

Decision Document Attachment Caltrans' Standards

1. Problem statement:

Development of Caltrans' Standards (standard specifications, standard plans, and standard special provisions) lacks clear definitions of authority, responsibilities, and processes, resulting in extensive rework; and possibly exposes the Department to unnecessary contract liability.

2. Recommendation:

Adopt the Standard Special Provisions and Standard Plans Guide to ensure the Department's specifications and plans details are the result of due diligence and the details and statements are consistent as to wording, format, and style. The Deputy Division Chief of Engineering Services – Office Engineer is responsible for the Guide, ensures compliance, and may sub-delegate the approval responsibilities for certain standard special provisions.

3. Background:

- 3.1. Effective standards are the result of participation and concurrence from the Department's experts. California Government Code 830-6 provides for limited liability if designs are prepared in conformity with standards approved by the Department. Documentation of technical expert's concurrence with the standards is important and useful when defending the Department. Lack of understanding of responsibilities can inhibit timely development and revision of Caltrans' Standards.
- 3.2. Currently, separate processes tailored for specific owners exist. The process described in the Standard Special Provisions and Standard Plans Guide supersedes prior Decision Documents and agreements regarding special provisions and standard plans processes.

4. Alternative A (No action alternative):

- 4.1. This is not desirable because the current approach to developing Caltrans' Standards will continue with its inherent conflicts, delays, and unnecessary rework. In addition, the Department may be exposed to higher contract liability.

5. Preferred alternative

- 5.1. Adopt the Standard Special Provisions and Standard Plans Guide (attached in its first edition). The Guide establishes the roles, responsibilities, and process necessary to show due diligence in the development, application, and maintenance of standard special provisions and plans.

The Division of Engineering Services – Office Engineer (DES-OE) will be responsible for establishing the business rules that will ensure the standards are worded, formatted, and presented with consistency and without conflict with other standards or policies. Also, DES-OE will be responsible for archiving the documentation of standards revisions.

- 5.2. Fiscal Impact: None. Potential savings in reduced effort to develop, revise, and maintain the standards.
- 5.3. Policy Impact: No new or revised policies are required to implement the recommendation.
- 5.4. Organizational Impacts: None.
- 5.5. Risks: None. There will be no risk as clarification will assist the processing, revision and maintenance of the Standards.
- 5.6. Proposed implementation schedule: Implementation will be immediate upon approval.

6. Performance measures

- 6.1. Time from submittal of "Request for Standard Special Provisions/Standard Plans" to publication. If functions adopt the standard special provisions/standard plans process, final processing time to publication should decrease.

7. Contact person

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